



SCHOOL POLICIES

Our Vision

Inspire and prepare children to succeed in a global and multilingual society.

HOURS OF OPERATION

Monday through Friday 7:00 AM to 6:00 PM

OBSERVED HOLIDAYS

Closed for the following holidays, New Years, Martin Luther King, Presidents Day, Memorial Day, Independent Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Dec 25 & 26

ARRIVAL & DEPARTURE We REQUIRE that parent (guardian) accompany child into the center each day to ensure both safety and a smooth transition for child.

LATE PICK- UP FEES A late pick-up fee of \$1.00 per minute per child will be assessed for remaining at the center after 6 PM. This charge is due when the child is picked up. The late pick-up fee will be raised after the 5th occurrence to \$2.00 per minute per child. You get one free pass. Early Care and after care is \$2.50 per half an hour after your contract time.

PICK- UP AUTHORIZATION When alternative arrangements for child pick-up have been made, staff must be notified each day there is a change. **PHOTO ID IS REQUIRED** of anyone unfamiliar before a child is released. Photo ID will be copied and placed in the child's file. Also Parent MUST provide PARENT PIN to Person checking out child. Center staff will not provide this information and will not release child if it is not provided.

WITHDRAWAL NOTICE A two week written notice is required for withdrawal of your child. Note: You will be billed for the two weeks whether the children attending or not.

PAYMENT & LATE CHARGES POLICIES All fees are due before care is provided. If account is not paid in full for the current month of care, there will be a late charge of \$35.00 added after the 5th day of the month.

RECORDS REQUIRED Idaho state law requires that all children be immunized before they may attend a child care facility. It is the policy for Extreme Aventura is that no child will be accepted into the center without proof of full immunizations or a letter of no immunization. The records will need to be maintained on a continual basis. If your child is out of compliance, they will not be accepted with the facility.

ILLNESS AND INJURY Please be aware that the state of Idaho forbids any sick child to attend. Child may not attend if any of the following conditions are present: fever of 100 degrees or greater, Vomiting, Diarrhea, Bacterial Infection, Head Lice, Scabies, Pink Eye, Ear Pain, Eye Drainage, and persistent cough. Child must be without symptoms for 24 hours before returning to facility.

CHILD DISCIPLINE POLICY: Our goal is to deal with discipline in a caring and positive manner. No physical punishment is allowed. Positive methods of guidance with demonstrate self-control and problem solving skills will be used. We redirect bad behavior to redirect the child misbehavior by focusing on the desired behavior.

EMERGENCY CONTACT POLICY In case of an emergency, every effort will be made to contact the parent/guardian. In a life threatening situation, an emergency response unit will be called. In the event that the parent/guardian cannot be contacted, the director will call the child's physician and/or hospitalize the child at the parent/guardian expense. Current name, phone number, and addresses must be filed at all times.

These Policies will remain in effect until a revision to the agreement is made by Extreme Aventura LLC.